

Area Plan Commission

Evansville & Vanderburgh County

Civic Center Complex Room 312

1 NW Martin Luther King Jr. Blvd.

Evansville, IN 47708

Phone: 812/435-5226 Fax: 812/435-5237

Check List for Subdivision Plats

APC Docket Number:

Subdivision Name: _____

General Information...

- _____ **Letters of Transmittal must accompany all documentation** filed for review or processing by the Area Plan Commission. A copy of the transmittal will be date stamped by APC and will serve as your receipt for any prints, mylars or checks for processing fees received by this office. **Documentation not accompanied by letters of transmittal will not be accepted.**
- _____ Submit twenty (20) copies of proposed plat along with this check list. Fold plats if larger than 8.5" x 11.0"
- _____ **Subdivision Name:** Show approved name on plat. Indicate whether it is a primary plat, replat, corrected plat, etc., and include references to book and page numbers of previous recordings where applicable.
- _____ **Geographic Location Map:** Locate site within section or quarter section with reference to roads, major landmarks, parent parcel (if applicable), nearby city, towns or corporation limits. Indicate north direction and scale.
- _____ **Boundary Description:** A metes and bounds description is required for all plats. Include tier, range, section, township and reference to Vanderburgh County, Indiana. Include ties to found section or quarter section corners and identify the true Point of Beginning (POB). Written description should include all calls shown on plat (no inverse calls). Boundary description should accurately reflect field surveys and should mathematically close. All straight line segments should include a bearing and distance. All curves should include the radius, delta angle, chord bearing, chord distance, tangent, and arc length. Include totals for acres and square footage of entire platted subdivision.
- _____ **Plat:** Accurately reflect the written boundary description. Locate and label the true POB and all ties to found section or quarter section corners. Line work for plat should allow for easy identification of boundary lines, internal lot lines, ROW's, centerlines, easements, contours and all other line work shown. Indicate north direction and scale.
- _____ **Parcel Data:** Identify all lots with sequential numbers or letters. Show bearings, distances, and all curve data on all lot lines. Show individual lot sizes in acres and include square footage of lots that are less than one-half acre. Show and label all existing structures such as buildings, wells, mines, towers, etc.
- _____ **Zoning:** Verify that all lots meet requirements as specified in Table A of the Zoning Code. **Do not indicate zoning on plat.**
- _____ **Outlots & Non-buildable Lots:** Identify areas and include language specifying maintenance responsibilities for these areas.
- _____ **Building & Thoroughfare Setbacks:** Show and label all setbacks for building lines, thoroughfares, etc.
- _____ **Existing streets & thoroughfares:** Identify by name and show width of existing right-of-way (ROW), or proposed width, as directed by governing agencies. Include existing intersections to show alignment with proposed roads.
- _____ **Proposed Roads:** Show public way widths, ROW and centerlines, maximum grades, curve data, etc., for proposed roads within subdivision.
- _____ **Abutting Property Owners:** Identify the name, address, tax code, and location of abutting property owners.
- _____ **Topographic Contours:** Show site contours as indicated on county, state or federal topographic maps or as obtained by site surveys. For site grades with less than 2% slope show vertical intervals at 2.50 feet and at 5.0 foot intervals for site grades with slopes greater than 2%.

Reserved Parcels...

- _____ Identify areas of land reserved for public use such as parks, playgrounds, schools, etc.
- _____ Identify all property reserved by covenants, or dedicated easements for public use. Areas may include, but are not limited to, common open space used by property owners within the subdivision or public bicycle and pedestrian trails.
- _____ Identify adjacent Greenway bicycle or pedestrian trails.

Easements...

- ___ *Drainage Easements (DE): Show and label all DE's.*
- ___ *Public Utility Easements (PUE): Show and label all PUE's.*
- ___ *Drainage & Public Utility Easements (D&PUE): Show and label all D&PUE's.*
- ___ *Lake Maintenance & Storm Detention Easements (LM&SDE): Show and label all LM&SDE's.*
- ___ *Other easements: Show and label all other easements as may be required.*

General Notes...

- ___ *Organize general notes. Arrange or identify with sequential numbers or letters, if applicable.*

FAA Requirements...

- ___ *Noise Sensitive Statement.*

Utility Availability Statement ...

- ___ *Gas and Electric Service.*
- ___ *Evansville City water & sewer or served by private well or sewage disposal system.*
- ___ *German Township Water District.*
- ___ *The Town of Darmstadt Sewer.*

Flood Plain Data...

- ___ ***Flood Plain Statement:** Reference FIRM Panel Number and indicate whether entire subdivision, or portions thereof, are within Flood Zone "A".*
- ___ ***Flood Protection Grade (FPG):** Show the FPG on each affected lot as determined by the Building Commission.*
- ___ ***Flood Plain:** Delineate the 100 year flood contour and elevation.*
- ___ ***Flood Way:** Delineate areas established by the Indiana Department of Natural Resources.*

Erosion Control...

- ___ ***Temporary Erosion Control Statement:** Indicate that slopes 0% to 6% shall be mulched and seeded with a cover crop, i.e., rye, red top or wheat, within forty-five (45) days of disturbance of soil, which must remain in place until final grading and shaping. Slopes of more than 6% shall be mulched and seeded and shall have silt fence, straw bales and/or erosion blankets in place within five (5) days of disturbance of soil which must remain in place until final grading and seeding.*

Certifications...

- ___ ***Surveyors Certificates:** Include standard language, engineers printed name, seal and registration number.*
- ___ ***Owners Certificate:** Include dedication of roads for public use. Include dedication of easements to public utilities. Include printed owners name, and address. In cases where signature will be made by a custodian, Power of Attorney (POA), trustee, etc., show title or relationship of signee.*
- ___ ***Notary Certificate:** Include standard language for notarization including printed name and expiration date.*
- ___ ***APC Certificate:** Including standard APC language.*

Plats Submitted for Recording...

- ___ *Certification signatures and signed date.*
- ___ *APC approval date.*
- ___ *Final drainage plan approval date by the Vanderburgh County Drainage Board.*
- ___ *Final road construction plan approval date by the Vanderburgh County Commissioners.*
- ___ *Final road construction plan approval date by the City of Evansville Board of Public Works.*
- ___ *Final sanitary sewer plan approval date by the Evansville Water and Sewer Utilities.*
- ___ *Remove topographic contours*
- ___ *Signed cost estimates*
- ___ *Letter of Credit*